

RESOLUTION NO. 94-145

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A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE CLASS SPECIFICATION FOR  
ELECTRIC UTILITY DIRECTOR

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RESOLVED, that the Lodi City Council does hereby approve the class specification for the Electric Utility Director, as shown on Exhibit A, attached hereto.

Dated: December 7, 1994

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I hereby certify that Resolution No. 94-145 was passed and adopted by the Lodi City Council in a regular meeting held December 7, 1994 by the following vote:

Ayes: Council Members - Davenport, Mann, Pennino, Snider  
and Sieglock (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Jennifer M. Perrin  
City Clerk

## **ELECTRIC UTILITY DIRECTOR**

### **DEFINITION:**

Under administrative direction, plans, organizes, and reviews the activities and operations of the Electric Utility Department including all electric power resources and electrical transmission and distribution; exercises direct supervision over professional, technical, and clerical staff; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

This class is a department head position reporting to the City Manager with responsibility for policy development, program planning, fiscal management, administration and operation of the divisions of the Electric Utility Department. The incumbent is responsible for accomplishing both departmental objectives and for furthering the City's goals and objectives within general policy guidelines.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

- Develops, plans, and implements Department goals and objectives;
- Recommends and administers policies and procedures;
- Directs, oversees and participates in the development of the Department's work plan;
- Assigns work activities, projects and programs;
- Monitors work flow;
- Reviews and evaluates work products, methods and procedures;
- Directs, oversees, and participates in the creation of electric rate tariffs, terms and conditions, and contractual relations with consumers;
- Plans, organizes, directs and evaluates all power resources including analysis, selection and contract negotiation;
- Plans, organizes, directs and evaluates all electrical transmission and distribution systems activities including the construction, operation, and maintenance of the systems;
- Plans, organizes, directs, and evaluates the construction, maintenance, and operation of City-owned electrical facilities including street lights;
- Directs the development, implementation, and administration of the City's capital improvement program as it is related to City-owned electric utility facilities;
- Confers with and advises managerial and supervisory assistants and outside consultants on problems related to the operation, construction, and maintenance of City electric utility facilities;
- Supervises and participates in the development and administration of the Electric Utility Department budget;

Prepares resolutions, ordinances, reports, and correspondence;  
Reviews plans, engineering reports and budget estimates prepared by subordinates, outside consultants, and other City Departments;  
Acts as a technical advisor to the City Manager, City Council, and department heads on electric utility problems;  
Develops comprehensive recommendations for management use;  
Evaluates and recommends professional engineering consultants and contracts;  
Represents the City before the citizens, elected officials, and community groups on utility matters;  
Attends and participates in professional groups and committees;  
Responds to and resolves difficult and sensitive citizen inquiries and complaints;  
Coordinates Department activities with those of other departments and outside agencies and organizations;  
Prepares and presents staff reports and other necessary correspondence;  
Develops Department's personnel requirements;  
Selects, trains, motivates, and evaluates personnel;  
Provides or coordinates staff training;  
Works with employees to correct deficiencies;  
Implements discipline and termination procedures.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

Methods, techniques, and practices used in analysis and selection of power resources;  
Methods, techniques, and practices used in forecasting electric loads;  
Methods, techniques, and practices use in cost-of-service analysis and ratesetting;  
Methods, materials, techniques, and equipment used in the construction, operation, and maintenance of an electric utility;  
Applicable laws and regulatory codes related to electric utility operations;  
Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;  
Recent developments, current literature, and sources of information regarding electric utility engineering and operation;  
Principles and practices of budget preparation and administration;  
Principles and practices of organization, administration, and personnel management;  
Pertinent federal, state, and local laws, codes, and regulations;  
Duties and functions of various federal, state, and joint power agencies.

Ability to:

Organize, direct, and coordinate the activities of the Department;  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;  
Prepare and administer a budget;  
Interpret and apply City policies, procedures, rules, and regulations;  
Represent the City's interests in proceedings of commissions, committees, and working groups of joint powers agencies and other agencies;  
Identify and respond to public and City Council issues and concerns;  
Interpret and apply federal, state, and local policies, procedures, laws, and regulations;  
Gain cooperation through discussion and persuasion;  
Communicate clearly and concisely, both orally and in writing;  
Establish and maintain cooperative working relationships with those contacted in the course of work (such as groups interested in electric utility services including industrial and commercial customers, environmental organizations, etc.;)

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in electrical engineering, public administration or a related field.

Experience: Five (5) years of increasingly responsible electric utility experience, including two (2) years of administrative and supervisory responsibility in a senior management capacity.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid California driver's license.